

Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center-28307 Clayton Street
July 11, 2019

I. Call Meeting to Order:

Chairman Connor called the meeting to order at 6:00 p.m.

Those in attendance were: Chairman Brad Connor, Co-Chairperson Cathy Flowers, Commissioner Cindy Gallimore, Commissioner Earl Savage, Town Administrator Cindi Brought, and Town Engineer Kyle Gulbranson. Commissioner Audrey Miller was absent. Please see the sign in sheet for others in attendance.

II. Public Comment:

No public comment was made.

III. Approval of Agenda

Commissioner Savage made a motion to approve the agenda. Commissioner Gallimore seconded the motion. All in favor.

IV. Approval of Minutes:

A. June 6, 2019 – Planning and Zoning Meeting minutes

Commissioner Gallimore made a motion to approve the June 6, 2019 meeting minutes. Seconded by Co-Chairperson Flowers. All in favor.

V. New Business:

A. Crossroad Community Church – Presentation/Discussion of Potential Future Expansion

Jim Apgar, Pastor, and Carrie Sauder, Administrator, of Crossroad Community Church were present. Duane Lynch, owner of the property behind the church was also present. Mr. Apgar explained they are looking at purchasing 2.81 acres of property from Mrs. Lynch that is next to the church and then a piece of her property where her house is. They would be combining the three properties, however, they don't want to purchase the properties unless they know they will be able to build and expand. Their immediate plan would be to expand their parking lot because that is currently their biggest need. If they know they will be able to expand and build in the future, they can plan their parking lot around that possibility.

Chairman Connor asked Mr. Gulbranson what they would need to do. Mr. Gulbranson replied that it would be a minor subdivision because they are combining, but then creating a new lot. They would need to submit the application and have the property surveyed. If they weren't creating a new lot where the home is, it would then just be combining, but since they are creating that new lot, it is considered a

minor subdivision. It is a fairly simple process – they just need to submit their surveyor's plot with the new lot and the combination of lots. Mr. Gulbranson stated he doesn't even think it would need to come before Planning & Zoning; Town Administrator Brought could just stamp it.

Mr. Gulbranson stated when they plan to expand the church, they would need to go through the site plan process, but there is nothing that would preclude them from doing that. It is a permitted use in a residential neighborhood. Chairman Connor stated at that point, they would need to come back before Planning & Zoning with drawings when they are ready to expand the church.

Ms. Sauder asked about the percentage of property allowed for building and parking lot requirements. Mr. Gulbranson replied there are requirements for coverage, about 35% of the property, but they have plenty of acreage there. As far as parking, he can e-mail that information. Ms. Sauder replied that she thinks the County required one space per four seats in the church. Town Administrator Brought and Mr. Gulbranson replied that the town is similar to that. Ms. Sauder asked if there are retention pond requirements. Mr. Gulbranson informed them that requirement would be up to the Conservation District, as they would need that approval for the site plan review.

Mr. Apgar asked if it would be a problem if they wanted to put an entrance off of Route 26 at some point. Mr. Gulbranson replied that it wouldn't be a problem with the town, but that would be a Del-Dot issue.

Ms. Sauder clarified that they would just need to complete the application, submit the fee, and submit the surveys. Mr. Gulbranson confirmed and stated then they can get stamped by Town Administrator Brought and taken to Sussex County. They don't need to come back to Planning & Zoning until they are ready to build and start the site plan process.

VI. Old Business:

A. Royal Farms – Update/Presentation by Becker Morgan

Jonathan Street from Becker Morgan was present for an update on Royal Farms. Approximately a year ago, he came before the Commission for preliminary site plan approval and he is now seeking final plan approval. The building and fuel canopies will mostly be the same as the preliminary plan. The biggest difference will be on Clayton Street, as they are being required to widen the road and add a right turn lane onto Route 113 from their entrance on Clayton Street. Coming into town from Route 113, there will still be a left turn lane into their site.

They do not currently have all of their approvals from the state agencies. He is asking for approval from the town because they would like to start work possibly in August and the next town meetings won't be until September. They have to move water lines and sewer lines, and have those approvals. DNREC has finally approved their tax ditch plans; they are just awaiting signatures. Their consolidation plan is mostly ready, but they can't submit it until they have the tax ditch finalized. They would like the final approval so they can start submitting building permits. Mr. Street stated they can't begin building the actual building until all of the lines are moved. Utility poles will also need to be moved, which will include the power company, as well as Verizon and Mediacom. Chairman Connor asked how long the road construction will take. Mr. Street replied that the road construction is restricted because of it being

Route 113 and Route 26, but it will be mostly limited to night construction; they will have to shut down the roadways at one point.

Chairman Connor asked if they need to approve the plan pending their other approvals coming through. Mr. Gulbranson replied that they have met all of the town requirements in terms of the site plan and relocating the water line. He suggested the Planning Commission can either recommend approval to Town Council or table it or deny it. If they do recommend approval, and if the Town Council would want to approve it, they would probably need to approve it based on the condition of Royal Farms getting the other state agency approvals.

Mr. Street stated Del-Dot would slow them down because of their deadlines overlapping. They would prefer that they could start moving dirt once they get the Conservation District approval. Chairman Connor asked if the buffer was straightened out. Mr. Street stated the tax ditch right of way runs perpendicular through the property. The change will reduce the right of way along the back of the property to twenty five feet. They are picking up any drainage from their property and any leftover from Cea Dag and piping it to the other side.

Chairman Connor asked how long it will take once they get started. Mr. Street stated the outlier is the utilities because of needing to schedule those changes. They are probably three to four months from the utilities on Clayton Street getting in place. Generally, the buildings take four or five months; this one is a little larger so it might take about six months.

Commissioner Savage asked about the easement being twenty five feet. Mr. Street stated the easement from the top of bank of the tax ditch is twenty five feet, but they aren't that close to the property line. Mr. Gulbranson asked Mr. Street to show the Commission where the ditch was. Mr. Street showed them and stated it was more of a paperwork issue for DNREC because the drainage did not go where DNREC was showing. They have been able to get everyone on the same page.

Chairman Connor asked what will happen to the old Royal Farms building. Mr. Street stated that usually Royal Farms decommissions the pumps and then utilizes the building as some sort of small retail building. The Commission agreed that their concern was that it would be an abandoned building.

Commissioner Savage made a motion to approve the final plan, contingent on Royal Farms getting their state agency approvals. Commissioner Gallimore seconded the motion. All in favor.

B. Continue Reviewing Comprehensive Plan

Town Administrator Brought informed the Commission that this meeting was too soon for the public workshop and she would suggest they take August off from meeting like the Town Council. However, she has submitted for an extension until November. The Office of State Planning told her that would be no problem because they hadn't met to discuss the previous extension request anyway.

The Commission decided they would hold the public workshop for the Comprehensive Plan at their September meeting from 6pm to 7:30pm.

The Commission then went through the goals from the last Comprehensive Plan to see which ones were completed, which ones are still applicable, and which ones are no longer relevant. They agreed that after the plan is adopted, they would go through the goals and start working on their highest priorities.

VII. Public Comment:

No public comment was made.

VIII. Adjournment:

Commissioner Savage made a motion to adjourn. Co-Chairperson Flowers seconded the motion. All in favor. Meeting adjourned at 7:08 p.m.

Respectfully Submitted,

Megan Thorp, Town Clerk